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SECURITY INFORMATION

3112.

7 December 1951

MEMORANDUM

TO: ADSO
Attn: Chief, ADMIN
ADPC
Attn: CAL
Chief, Procurement Office
Chief, Finance Division

INFO: ADDA (S)
Comptroller
Auditor

FROM; Task Force

SUBJECT: [redacted] Procurement

25X1A8a

1. Pursuant to discussions relative to the purchase of supplies and/or equipment by staff employees within the U. S. for the furtherance of projects or for project development, the attached procedure is established and agreed upon. It is requested that you indicate your concurrence by signing and returning the concurrence sheet to the undersigned in Room 2058 J. Upon receipt of all concurrences, you will be notified that the understanding is effective.

2. It is recommended that appropriate intra-office issuance be made by the action offices to which this memorandum is addressed.

[redacted]

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MEMORANDUM OF UNDERSTANDING

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Subject: [redacted] Procurement

1. Where the necessity of security, time or distance so requires items of supply or equipment not in excess of $100.00 may be purchased by case officers or other operations personnel in furtherance of projects or project development.

2. Accountings for advances or claims for reimbursement shall carry sufficient information to allow completion of the attached form by the Finance Division.

3. The Finance Division shall process the accounting or claim in normal fashion, but by completion of the attached form shall notify the Chief of the Procurement Office of the purchase.

4. Acceptance of such notification by the Chief of Procurement without action within 30 days shall constitute approval and post-facto authorization.

5. If the Chief of Procurement cannot approve the purchase without further justification, a request for such justification shall be addressed to the individual employee. If the additional justification is not sufficient, the Finance Division shall be notified by the Chief of Procurement to take appropriate collection action.

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MEMORANDUM

TO : Chief, Procurement Office

FROM : Accounts Branch, Finance Division

25X1A8a

SUBJECT: [redacted] Procurement

1. An accounting for travel or operational advance or claim for reimbursement for expen ses incurred for operational purposes has been submitted by _____ (name), _____ (office).

2. An analysis of this accounting reveals the following purchases of supplies and/or equipment:

Description _____

Date acquired _____

Accoun t or claim number _____

Price _____

Purpose _____

Project to be charged _____

(Where appropriate the pseudonym of the agent to whom material is furnished will be included in purpose.)

Chief, Accounts Branch

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MEMORANDUM

TO : Chairman, Task Force

FROM: Chief, ADMIN/OSO
CAL/OPC
Chief, Finance Division
Chief, Procurement Office

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I concur in the Memorandum of Understanding dated _____, subject, [redacted] 25X1A8a
[redacted] Procurement.

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